

## CAPTAIN - 6213

### **General Definition of Work:**

Performs difficult protective service and intermediate administrative work involving an element of personal danger commanding the operations of a major area(s) in the Sheriff's Department; does related work as required. Work is performed under the general supervision of a Chief Deputy. Supervision is exercised over subordinate personnel with normal span of control over 1 to 5 lieutenants and 30 to 80 other staff members.

### **Essential Functions/Typical Tasks:**

**Administering daily operations; scheduling and assigning personnel and equipment; preparing and presenting reports; administering training programs; developing and implementing policies, rules and regulations; maintaining records and files.**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- Plans, organizes, directs, coordinates and supervises the activities of the patrol, criminal investigations, court services, jail and communications divisions.
- Assists with the overall administration of the Sheriff's Office.
- Plans and directs work of Lieutenants, Sergeants and Deputies.
- Reviews and coordinates activities of various shifts.
- Assists with criminal investigations; performs duties of investigative personnel.
- Undertakes special assignments as directed.
- Evaluates work of subordinates; reviews and updates division operating policies and procedures.
- Reviews work of subordinate staff to ensure compliance with policies, rules, regulations and statutory requirements.
- Reviews existing policies and procedures and develops and implements changes as necessary or desirable.
- Assesses training needs of staff and ensure staff receives necessary training and professional development opportunities.
- Makes arrests and testifies in Court and assists other officers in preparing court testimony.
- Prepares a variety of reports for officials and other law enforcement agencies.
- Performs related tasks as required.

### **Knowledge, Skills and Abilities:**

Comprehensive knowledge of the laws and regulations relating to law enforcement administration; comprehensive knowledge of department rules and regulations; thorough knowledge of local and State laws and ordinances; thorough knowledge of the geography of the County and the location of important buildings; ability to assign, direct and supervise the work of subordinate staff; ability to deal with the public firmly and tactfully; ability to analyze complex police problems and to adopt quick and effective reasonable courses of action; skill in the use of firearms and the operation of a motor vehicle.

### **Education and Experience:**

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in police science or related field and extensive experience in law enforcement including considerable supervisory experience.

### **Physical Requirements:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, reaching, standing, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and hazards. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

### **Special Requirements:**

Possession of Basic Law Enforcement Certificate issued by the State of North Carolina. Must meet and maintain minimum qualifications for the position established by the department and the State of North Carolina. Possession of an appropriate driver's license valid in the State of North Carolina.